Email and Online Application Basics

LEARN HOW TO:

- Create an email account
- Navigate your email inbox
- Compose an email
- Attach documents to your emails
- Send/Receive emails
- Save/Recycle documents
- Navigate company websites
- Upload and attach documents to online applications
- Verify application submissions
- Hands-on Training

COME LEARN BASIC INTERNET SKILLS - INCLDUING EMAIL – TO SEARCH AND APPLY FOR JOBS ONLINE.

WHO: You!

WHAT: The Missoula Job Service is partnering with the Missoula Public Library to host an Email and Online Application Basics class. This class is intended to teach Job Seekers how to use email to their advantage and navigate through employment application websites with ease, when applying for jobs.

WHERE: The Missoula Public Library, 301 East Main St, Missoula, MT 59801

WHEN: Thursday, October 14th, 2010

Please call the Missoula Job Service to sign up for the Email and Online Application Basics Workshop. ▶▶▶

Missoula Job Service

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